



CDBG Jobs Made Available Certification Form

This form is to be completed prior to the advertisement, interviewing, and application of any potential jobs to be considered to meet the contractual job requirement for a Indianapolis CDBG award. Only one is needed for each CDBG funded economic development project.

Today's Date: _____

Project Sponsor Organization Name: _____

Business Name: _____

Business Executive: _____ **Phone:** _____

Project Address: _____ **Phone:** _____

Executive Staff Member: _____ **Phone:** _____

Project Sponsor Contact: _____ **Phone:** _____

If different from Executive Staff Member

As City of Indianapolis policy, all CDBG required jobs must be "available to" Low/Mod income persons, which can only happen when all of the following are met:

- Neither special skills that can only be acquired with substantial (i.e., one year or more) training or work experience nor education beyond high school is a prerequisite to fill such jobs (or the business nevertheless agrees to hire unqualified persons and train them). Additional documentation should include job descriptions, advertisement strategy, and recruitment materials used ; and
- The grantee and/or the assisted business takes actions to ensure that L/M income persons receive "first consideration" for filling such jobs. Additional documentation should include tracking of CDBG Individual Job Reporting Forms for all applicants of the CDBG created position.
- Certain business locations within the Neighborhood Revitalization Strategy Area (NRSA) may be subject to some regulatory flexibility from the above two points, however, any flexibility will be at CDBG Grant Staff's discretion and alerted to prior to award.

Principles involved in providing "first consideration":

- The business must use a hiring practice that under usual circumstances would result in over 51% of L/M income persons interviewed for applicable jobs being hired, except in instances where CDBG Grant Staff has indicated that the project is within the NRSA and would be exempt,
- The business must seriously consider a sufficient number of L/M income job applicants to give reasonable opportunity to fill the position with such a person, and
- The distance from residence and availability of transportation to the job site must be reasonable before a particular L/M income person may be considered a serious applicant for the job.

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1. Please describe your strategy for advertisement and recruitment of Low/Mod income persons. Include locations advertised at, organizations contacted, marketing materials and resources used, etc.

2. What internal Human Resources policies is the business using to ensure meeting the guidelines outlined on page one of this document. (For example, Equal Opportunity Employment Policies in place)

I hereby certify that the information included on this form is correct to the best of my knowledge and that such information may be subject to verification by representatives of the City of Indianapolis and/or the United States Department of Housing and Urban Development for purposes of meeting the federal requirements of the Community Development Block Grant (CDBG) program.

Project Sponsor Executive Signature: _____ Date: _____

Business Executive Signature: _____ Date: _____